



JOB TITLE: COURT ACCOUNT CLERK
BILINGUAL ENGLISH/SPANISH STRONGLY PREFERRED

SALARY RANGE: \$36,250.50 - \$48,579.14
*(*includes steps 6 & 7 for longevity pay)*

BENEFITS: Competitive benefits package including employer reimbursed Social Security and Medicare taxes.

FILING DEADLINE: March 20, 2020 at 5:00 PM

DEFINITION:

Under general supervision, this position performs basic, routine and moderate clerical and administrative accounting tasks needed to maintain and process financial, and statistical records. Responsibilities include clerical work involving financial recordkeeping, cash handling, statistical records, reviewing and reconciling financial reports with source documents, handling payables, invoices, purchase orders, and balancing cash.

Incumbent also performs specialized collections and accounting duties in support of Court operations, including; pursuing and securing payment of receivable and delinquent accounts; collecting and recordkeeping of payments; applying applicable collections and accounting laws, methods, techniques and procedures for court ordered fines and fees; reviews clients' financial documents, setting up payment plans, identifying potential fraud and contacting appropriate department for investigation.

ESSENTIAL DUTIES:

When assigned, all of the essential functions and tasks listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and tasks that may be assigned. The court reserves the right to assign or reassign duties as required to achieve business and operational objectives. Essential functions and tasks may include, but are not limited to the following:

- Verifies, balances, and adjusts accounts and other accounting records;
- Posts, assembles and tabulates financial data;
- Processes, verifies and reconciles bail, fine and fee receipts and collection reports;
- Accepts payments by check or cash and issues receipt; reconciles cash against receipts to balance a cash drawer;
- Audits and verifies cashier receipts; makes deposits and maintains trust accounts;
- Computes obligations, and collects and verifies supporting documentation and approvals for payables;
- Prepares accounting system documents (e.g. vouchers, encumbrances, warrants, transfers and checks) for approval and distribution;
- Receives and screens documents for accuracy and adherence to legal and procedural requirements;

- Makes computations and changes to accounting data applying standard formulas and using predetermined standards;
- Contacts and answers questions from the public, other governmental agencies and court employees regarding accounting records and transactions;
- May conduct computer input of accounting and statistical data and reports;
- Prepares journal entries and reconciles various fiscal records and documents;
- Assists in assembling accounting and statistical data from a variety of sources and assists in the preparation of accounting reports;
- Utilize spreadsheet programs and financial and/or case management computer systems, accurately and promptly enters, posts, verifies, and retrieves a wide variety of accounting, financial and/or case management data; reports information to appropriate accounts, compiles, generates and distributes required reports;
- Order and maintain an inventory of office supplies and related records;
- Research resources of individuals, such as employment, bank accounts and other resources; prepare and submit legal documents for the attachment or garnishment of resources as required;
- Provide information to the courts, clients, employers, business owners and the public regarding assessments and billings; explain complex laws, codes and regulations related to the function to which assigned;
- File claims and interact with bankruptcy trustees; determine non-collectable delinquent accounts, prepare cases for legal action and testify in court as required;
- Prepare and maintain computerized financial spreadsheets for ledgers, trusts and statistical records;
- Review and reconcile varied reports and journals, general ledgers, revenue or related financial or business data; prepares journal entries;
- Audit accounts by verifying balances against beginning and ending information; ensure that accounting principles and procedures are met;
- Locate individuals who have moved to another location or left the state;
- Maintain accurate records and files; input information in a centralized computer system to ensure that applicants for assistance in other counties will be targeted for revenue collection;
- Other duties as assigned.

KNOWLEDGE OF:

- Methods, practices and terminology used in financial and statistical recordkeeping;
- Arithmetic calculations related to statistical and financial record keeping;
- Basic office methods and equipment including filing and computer systems;
- Basic computer software and keyboarding;
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

SKILLS AND ABILITY TO:

- Intermittently, review documents related to operations; observe, identify and problem-solve office operations and procedures; understand, interpret and explain policies and procedures; explain operations and problem solve office issues for the public and with staff;
- Make arithmetic calculations rapidly and accurately;
- Post financial and statistical records using a personal computer or manual records;
- Maintain accurate financial records and reports;
- Learn to use personal computer and office equipment for successful job performance;
- Perform detailed accounting support work;

- Verify and check files and data;
- Understand and carry out both oral and written directions;
- Prioritize work in order to meet departmental deadlines;
- Deal with the public and court employees in a professional manner;
- Maintain confidentiality;
- Operate a variety of modern office equipment, including a computer terminal, desktop computers and peripheral equipment;
- Establish and maintain effective working relationships with the public, justice agencies, and fellow employees of the Court;
- Work with various cultural and ethnic groups in a tactful and effective manner;
- Correct English usage, including spelling, grammar and punctuation.

EDUCATION/EXPERIENCE:

- High school diploma or equivalent; and
- Two (2) years of experience working with accounting functions or general principles of examining and reviewing accounting, bookkeeping, financial or statistical data, or financial record keeping or a combination of education, training, and relevant experience which provide the required knowledge, skills, and abilities to perform the essential functions of the job.

CONDITIONS OF EMPLOYMENT:

- Successfully pass a background investigation;
- Possess a valid, current California class C driver's license.

SPECIAL REQUIREMENTS:

Able to lift up to twenty (20) pounds. Maintain effective audio/visual interactions required for communicating with others.

APPLICATION PROCESS:

The Colusa County Superior Court application and Employment Opportunity Announcement may be obtained from the Colusa County Superior Court, located at 532 Oak Street, Colusa, California, 95932 or you may download application materials from the Court's website at: www.colusa.courts.ca.gov.

The deadline for receipt of all application materials is **FRIDAY, MARCH 20, 2020 AT 5:00 P.M.** All application materials must be filed with the court on or before that date. Faxed or emailed applications will not be accepted. Applicants are responsible for the timely receipt of application materials. Candidates are required to submit a completed application which clearly demonstrates their qualifications for this position. Resumes may not be substituted for any part of the official application.

Completed application materials shall be mailed to or dropped off at Colusa County Superior Court, 532 Oak Street, Colusa, CA, 95932.

The application will be used to select the best qualified applicants to participate in the selection process. A skills test may be administered to assess the candidate's legal terminology and/or keyboarding skills. A qualifications appraisal interview will be used to assess the candidate's knowledge, skills, abilities and training experience. The salary can be negotiable if candidate possesses exceptional qualifications. The Court Executive Officer will make the final selection and appointment.

NOTE:

The above information is general in nature and does not constitute an express or implied contract. Colusa County Superior Court does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

COLUSA SUPERIOR COURT IS AN EQUAL OPPORTUNITY EMPLOYER